

## Position Description

Position:	Aporei   Principal Advisor, Whakamana		
Directorate	Iwi and Māori Relations		
Te Puni:	Tapatahi   Governance		
Location:	Team Manager, Whakamana		
HR Delegations	NIL	Financial Delegations	NIL
Date:	Whiringa-ā-rangi 2025		

### Mō Te Puni Kōkiri | Te Puni Kōkiri Statement

Te Puni Kōkiri leads policy advice to the Government on Māori development and Iwi and Māori relations with the Crown. To do this effectively we must position ourselves to elevate our monitoring and mentoring responsibilities and emphasise our role in holding other agencies to account for delivery of public services to, for and with Māori.

Our vision is Thriving Whānau – *when whānau are thriving, so do their communities, hapū, iwi and all of Aotearoa*. This vision drives our efforts to build an Aotearoa New Zealand by *drawing strength from our past to build an Aotearoa New Zealand where whānau can all stand, thrive and belong*.

There are two key approaches that frame our work and position us for strategic influence by ensuring that, over time, government effort is aligned to evidence-based approaches that work, for and with Māori:

- Delivery approach – Whānau-centred, locally led, government enabled.
- Policy approach – Te Tautuhi o Rongo public policy framework.

Our strategic priorities areas:

- Whānau Ora
- Māori economic development and growth
- Monitoring and mentoring
- Māori language and culture
- Iwi and Māori relations with the Crown

If you would like to find out more about Te Puni Kōkiri and our strategy, visit our website [tpk.govt.nz](https://tpk.govt.nz)

### Mō te Puni Tapatahi | Governance

The Governance Puni facilitates high quality decision making aligned to strategic objectives and connects Ministers, the Ministry, and the statutory entities the Ministry monitors. The Governance Puni covers responsibility for ministerial services, risk and assurance, internal governance, and statutory entities and appointments.

### Mō te Tima | About the team

In 2024, Cabinet agreed that Te Puni Kōkiri would assume responsibility for Māori Crown Relations functions. These functions transferred to Te Puni Kōkiri on 24 February 2025, and cover following:

- Building the Crown's capacity to engage with Iwi, hapū, whānau, and Māori, and to become a better treaty partner.
- Being a strategic advisor to Cabinet, Ministers, and the Public Service to enable good policy decisions that uphold Māori rights and interests, except as they relate to Treaty Settlement and Takutai Moana matters.

- Coordinating significant Crown/Māori events on behalf of the Crown; and reporting on the Crown's implementation of Treaty settlement commitments.

The functions are carried out across the enterprise.

## Mō te Nohoanga | About the Role

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The Principal Advisor is a key leadership role and subject matter expert. They are a lead advisor ensuring alignment and enabling collaboration and cohesion to support the overall capability of the puni and Te Puni Kōkiri.

They are responsible for:

- Leading, managing and/or participating in specialist projects within the puni and across Te Puni Kōkiri from time to time. They provide leadership in the delivery of the Crown's framework for enhancing accountability for the Crown's Treaty settlement commitments or related work.
- Providing professional leadership and enhancing the skills of Te Puni Kōkiri advisors/analysts and team members through involvement in quality assurance and staff development activities.
- Contributing to Te Puni Kōkiri-wide objectives by building and maintaining an effective network of peers across the organisation, building effective stakeholder relationships, and helping to improve the Māori Crown relationship.
- Improving the quality of advice developed in Te Puni Kōkiri by maintaining professional relationships across the public sector, and as relevant policy, research or academic specialists.

## Ngā Haepapa me ngā Kawatau | Accountabilities & Deliverables

### Policy Analysis, Development and Advice

Ensure a sound knowledge basis for providing policy advice by:

- undertaking research on key areas of strategic priority to Te Puni Kōkiri.
- leading, managing and/or participating in policy projects.
- undertaking investigations and developing appropriate policies.
- using mainstream and leading-edge methods of analysis.
- organising and facilitating meetings on policy development, analysis and/or research work.
- compiling reports.
- consulting widely (internal/external) to ensure that policy and/or research is robust and has maximum acceptance.
- answering public enquiries on issues.
- providing specialist advice/leadership to other advisory staff.
- analysing and reviewing public submissions.
- monitoring trends.

### Ministerial Services

Provides high quality and timely service to the Minister by:

- responding to ministerial correspondence.
- writing briefing papers.
- researching and preparing drafting instructions.
- preparing Cabinet papers and appearing before Cabinet Committees.

### Project Management

Ensure projects undertaken are delivered according to time, cost and quality standards or goals by:

- defining project scope work schedule and budget with project sponsor (e.g., a project plan or research proposal).

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- identify resource requirements to deliver on projects.
- monitoring progress against project milestones and deliverables in accordance with the project/research plan.
- providing regular reports on project status, budget, risks and issues in agreed format and within agreed timeframes.
- reviewing project outcomes and identifying areas where there are opportunities for future improvements.

#### Team effectiveness

- Contribute to team effectiveness by offering value-adding suggestions at meetings, providing feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team.
- Provide peer review of others work and assist in quality assurance processes.
- Acts in accordance with the values of Te Puni Kōkiri.

#### Relationship management

- Contributes to higher effectiveness levels for the team and puni by identifying, developing and maintaining an appropriate network of contacts.
- Ensures that business relationships are maintained at an agreed level by developing, implementing and maintaining a quality oriented, timely and service-focused approach in work programmes and services provided.

#### Health and safety at work

- Comply with health and safety procedures.
- Take all practicable steps to ensure you don't harm yourself or anyone else.
- Report all incidents and help to identify and manage hazards.
- Support the site health and safety committees.

#### Mōu – Ngā Pūkenga me ngā Wheako | **About You – Skills & Experience**

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- A relevant tertiary qualification.
- Experience with Māori Crown policy perspectives and frameworks.
- Knowledge of the Treaty settlements process.
- Strong oral and written communication skills.
- Experience with the provision of information to the Minister, Cabinet Committees and/or Select Committees to assist in the passage of legislation or policy through the Committee stages and the House.
- Experience with developing policy, including monitoring developments and literature in relevant areas, researching and collecting information, liaising with other groups, and drafting papers.
- Experience communicating and promoting Te Puni Kōkiri policies or legislation, preparation of speeches for the Minister and others, provision of information for Select Committee Examinations of Te Puni Kōkiri, and response to public enquiries in their areas.
- Experience negotiating complex issues with multiple constituencies or interests.
- Experience researching and preparing of drafting instructions for legislation and liaison with Parliamentary Counsel.
- Knowledge of monitoring theories and methodologies.
- Demonstrated leadership in public policy development, analysis and/or research methodologies.
- Knowledge of government structures and processes.